

EDS&T# 2453-64

AD 11-10.8

FUNCTION OF PROJECT ENGINEERING STAFF

1. Provide basic point of contact with contractor, but not to exclude contracting officer contacts.
2. Provide technical direction to the Systems Engineering and associate contractors.
3. Provide technical direction to the Agency contracting officer on pertinent contracts.
4. Determine total System needs as reflected by program requirements.
5. Assess, in each technical area, the resources in manpower, funds, facilities and material required to meet program schedules.
6. Maintain overall program schedule charts and such subnets as are required to insure timely control of problem areas. Monitor progress via reports and visitations.
7. Monitor the line of balance charts on manpower and funding as provided by the contracting officer.
8. Maintain deliverable items chart by contract and by program.
9. Maintain control procedures over critical areas and key interfaces.
10. Determine source of special skills, in Agency, Industry and Government - couple to problem areas as needed.

DDS&T# 2453-64

SECRET

11. **Provide necessary management tools to insure adequate and clear cut technical direction, quick recognition of problem areas and effective application of remedial measures - such as setting up and chairing monthly management meetings.**

Distribution:

Copy #1 -

2 ~

3 ~

4 ~

5 ~ DDS&T Registry

6 ~ DDS&T Registry

7 ~ SAS Chrono

8 ~ SAS Chrono

O/ DDS&T

(14 Sept 64)